



CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY TREASURER

CLERK 12 JUN 1 PM 2:08

Mr./Ms./Mrs.

Name

CORRADI

(Last)

J

(First)

Pamela

(Middle)

Residence

Address

Resident of Burbank for 69 Years

Burbank Registered Voter: Yes ☒ No ☐

****Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Treasurer unless he/she is an elector of and actually lives in the City.**

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
Burns H.S.		1961
UCLA	physical therapy	1961-63 ^{no degree}

Additional Pertinent Courses or Training: took many classes in taxation, securities and accounting. Also insurance classes

Other Pertinent Skills, Experience or Interests: Owned and managed a business for 23 years with 5 employees. also invested funds for many clients

Employment Information:

Present Occupation:

Name of Firm: CORRADI Arms, Inc / Pamela Financial Services

Address: 120 W. Sunset Canyon Dr, Burbank

Telephone: 818-846-0024

Specify current or prior service on a City Board, Commission or Committee:

Transportation Committee

APPLICANT'S NAME: PAMELA CORRADI

List community activities in which you are involved:

Providence High School Board of Regents – Past Chairman two times
Burbank Sunrise Kiwanis – Past President and Past Division Lt. Gov.
Providence Health and Services Safety and Quality Mgmt. Committee
United Chambers of Commerce – Past Chairman
51st Ag District Board Member – appointed by the Governor
Burbank Chamber of Commerce – Past President
Toluca Lake Chamber of Commerce
Valley Economic Alliance – Exec. Board Member & member Board of Governors

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

Holding Series 6, 7, 63 and 65 Security Licenses makes me especially qualified to be Treasurer of the City since the major responsibility is safely and productively investing the City's funds. I have invested funds for clients during the 'good years' as well as the 'not so good years'. I also had a tax and bookkeeping practice for 23 years in which I had over 300 clients and 5 employees. This experience gives me the expertise to prepare the monthly reports to the City Manager, the City Clerk and the Financial Services Director, as well as to manage an office with staff. It also gives me experience in receiving, disbursing and depositing the City's funds as I performed those duties in my businesses.

What are your goals in serving as the City Treasurer?

My goals in serving as the City Treasurer are to protect the assets of the City, to keep the funds as liquid as necessary to provide quality cash flow to run the city in an efficient manner and to run the office to provide services to our residents and in an atmosphere for the employees to utilize their best qualities. The employees need to be valued and the office should be a pleasant place to work. I would also hope that those who receive the reports prepared in the Treasurer's office are easily understood and that if they have questions, they can come to me for explanation and detail.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.

... .. on and any accompanying documents is true and correct to

6/1/2012

Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

When completed mail/submit original to:

**Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, California 91502**

BUSINESS EXPERIENCE

2006 – Present

Corradi Arms, Inc. – President and CEO of the corporation that developed 43 Condominium units in the City of Burbank.

1996 – 2006

Diamond C, LLC – managing partner of the LLC that owned 10 rental units. Singly oversaw all financial and operating matters, as well as dealing directly with the tenants on all issues.

1994 - Present

Pamcoco Financial Services -

Financial consulting, including investments, pension plans and estate planning in her offering, Ms. Corradi has an aptitude for and a history of working with persons from many areas of business. Pam holds credentials of Enrolled Agent, Series 1, 6, 7, 63, and 65 licenses. Her extensive experience dealing with various government agencies provides her with the knowledge to find the finest common solution. Ms. Corradi continues to serve clients with tax preparation.

The Pamela Corradi Company -- Consultant

Political consulting and public relations targeting local issues, focusing on transportation, zoning and residential issues.

Contracts Included:

2001; Homestead House Project – Burbank

1994: CalTrans -- Smart Traveler PR Project

Community Involvement

She participates in the community, both politically and philanthropically. She is a successful fund-raiser and organizer.

Because of her volunteer involvement in local Chambers of Commerce, Foundations, Boards and Service Clubs, Ms. Corradi is known and respected in the entire San Fernando business community. She excels in strategic and organizational abilities.

Pamela Corradi, EA -- Tax Consultant

1971 -- 1993: Owner of bookkeeping, accounting and tax preparation firm serving over 300 tax clients and 50 write-up clients, with 5 employees

EDUCATION

1961-1963

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles

Major: Political Science

1970-present

Financial planning and taxation classes in various colleges, as well as continuing education classes for insurance, taxation & financial planning.

LICENCES HELD: Series 1.6, 7, 63, & 65, Life Insurance &
Enrolled Agent [Licensed to Practice before the IRS]

CIVIC ORGANIZATIONS

United Chambers of Commerce – a coalition of 24 chambers in the SFV to support business interests

2009-present: Past Chairman
2006 – 2008: Chairman
2003 – 2005: Vice Chairman
2002 – 2003: Area Director
2001 - 2002: Secretary

Toluca Lake Chamber of Commerce

2003 – Present - member

Universal City-North Hollywood Chamber of Commerce

1998-2003
CFO 2001 - 2002
Gov't. Affairs Comm. – 1998-2002
2000: Chairman

Burbank Chamber of Commerce

Present: Member & Past President

1989: President

During her term as President, she initiated dialogue with a City Council not formerly friendly to business and by the end of her term, established a program that assured continuing dialogue with the Chamber.

1990-1993: Transportation Committee -- Chairman

1995: Government Relation Committee-Transportation Liaison

Economic Alliance of the San Fernando Valley

1994 to present: Board of Governors member

2006 - present – Executive Board member

VICA

2000 to 2002: Member

Aviation and Airports Committee Member

SERVICE CLUB

KIWANIS - Burbank Noon 1989/Sunrise – 1999-present

William A. Dunlop Fellowship

President – fiscal 10/2006-9/07 (Sunrise)

Lt. Gov., Division 16 – 2001-2002 – A distinguished Lt. Gov. because her focus was on attracting new members to the division and forming new clubs to lower the average member age. She formed two new clubs during her term as Lt. Gov...

President- fiscal 10/94-9/95 (Noon) – *The first woman President of the noon club (and a former Kiwanita [wife of a Kiwanian] and the mother of a Kiwanian [before the women were included]), Pam elected to use as her theme, "The Year of the Tomboy." Her major emphasis was to serve the community in a way as to not bring publicity to any given individual, but to the Kiwanis Club. She started a new Key Club at Providence High School – which flourishes today.*
10/93 – 9/94 - 2nd Vice-President (Noon)
10/95 – 9/96 1st Vice-President (Noon) – Immed. Past Pres

AWARDS

San Fernando Valley Business Journal "Women who Mean Business"
2006 Volunteer of the Year
Business Life Magazine "Women of Excellence" 1990 and 2010

COMMUNITY AND PHILANTHROPIC

PROVIDENCE HIGH SCHOOL – BOARD OF REGENTS

2004 – 2006 – 50th Anniversary Gala Chairman
2000 - 2001, 2002 - 2003 – **Chairman of the Board**
raised over \$3 million during first term
2001-2004 – member Finance Committee
2001 - 2002 – Chair
1999 to 2000-Vice Chairman
1994 to present: Member
1996: Technical Committee
1998 to 2002 - Chairman – Capital Campaign Prospecting Committee

UNITED CHAMBERS OF COMMERCE –

2006-2008 - Chairman
2003-2004 – Vice Chairman
2002-2003 – Regional Director, Southeast Region
1998-2002 – Secretary

PROV ST. JOSEPH MEDICAL HEALTHCARE SERVICE CENTER COMMUNITY BD.

1999-2007 – Member of the Board
1999-present - Safety and Quality Control Committee

PROVIDENCE SAINT JOSEPH MEDICAL CENTER FOUNDATION – 1990-2001

2001-2006: Planned Giving Committee
1996 - 2002: Annual Giving Committee
1996: Chairman
1993-1996: Community Relations Chairman
1994: Sponsor New Youth Committee

ARROYO VERDUGO TRANSPORTATION COALITION

Previously – Tri-City Transportation Coalition
1989: Founding member
1990-1992: Legislative Committee – founding Chair

1993: Dial-A-Ride Task Force (regional)
1994: Lite Rail Task Force (regional)
1994-1995: Local Transit Task Force

Lincoln Clubs

Member SFV Lincoln Club---1997-present

POLITICAL APPOINTMENTS

51st DISTRICT AGRICULTURAL ASSOCIATION BOARD -- THE VALLEY FAIR

2006 - present: Appointed by Governor Arnold Schwarzenegger

1992- 1998: Appointed by Governor Pete Wilson

1996: Chairman

1995: First Vice President

1994-95: Finance Chairman

1994-95: Foundation Creation Committee

1993-95: Off-road Highway Vehicle Committee

Hearing Aid Dispensers Board --- Member

1998----Appointed by Governor Pete Wilson

TRANSPORTATION BOARD - City of Burbank

1991-1993: Chairman

1991-1992: Representative to the Mayor's Committee

MTA -- CITIZEN ADVISORY COUNCIL

1994-present. Appointed by Supervisor Michael Antonovich

1995-1996: Secretary

1996-1997: Vice-Chairman